



VOLUNTEER OPPORTUNITY

ADMINISTRATIVE SUPPORT

CENTENNIAL RECREATION CENTER

OPPORTUNITY

Working with CRC staff this volunteer has the opportunity to work on a variety of projects relating to the administrative functions at the facility.

POTENTIAL DUTIES

- Filing of records
- Shredding of Documents
- Data input into computer programs
- Assist in clerical projects
- A variety of other projects dependent upon area of expertise may be available

NECESSARY EXPERIENCE

Previous experience in the above related tasks, including: Computer Skills (Microsoft Office: Word and Excel specifically), Filing Experience (Need to be able to alphabetize files), Bi-lingual a plus. TB/Drug Tests and a Background check are required.

TO APPLY

All applicants must submit a completed Volunteer Application to the Centennial Recreation Center or online at www.mhcrc.com.

